



COURAGE. STRENGTH. FORTITUDE.



FACULTY & STAFF CLEARANCE SIGN-OFF FORM

NAME: _____
 TITLE: _____
 DEPARTMENT: _____
 SEPARATION DATE: _____

CLEARANCES MUST BE OBTAINED FROM THE FOLLOWING AREAS PRIOR TO THE RELEASE OF FINAL PAYCHECK

| | <u>SIGNATURE</u> | <u>DATE</u> |
|---|------------------|-------------|
| <u>DEPARTMENT CLEARANCE</u> | | |
| Assignments Completed | _____ | _____ |
| Teaching Materials/Official Department Records | _____ | _____ |
| Department Property (cell phones, reports, etc.) | _____ | _____ |
| <u>INFORMATION TECHNOLOGY (AB1-C06)</u> | | |
| Equipment Software Instruction manuals Access codes | _____ | _____ |
| Other | _____ | _____ |
| <u>LIBRARY (B-2040)</u> | | |
| Books due Fines | _____ | _____ |
| <u>PAYROLL/ACCOUNTING (C-208, C-200)</u> | | |
| Pay Advances | _____ | _____ |
| <u>PUBLIC SAFETY (AB1-C17)</u> | | |
| Keys * | _____ | _____ |
| I.D. Card* | _____ | _____ |
| Parking Sticker/Tag* | _____ | _____ |
| <u>PROPERTY MANAGEMENT (C-326A)</u> | | |
| Outstanding Equipment | _____ | _____ |
| <u>HUMAN RESOURCES (C-208)</u> | | |
| Benefits | _____ | _____ |
| Exit Interview Final Timesheets | _____ | _____ |

COMPLETED FORM MUST BE RETURNED TO HUMAN RESOURCES OFFICE

*** Lost Keys, ID or swipe cards must be paid for.**